

Creating a Special Interest File

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NOTE: *This section is specifically designed for and only valuable to those who possess a significant understanding of Part B data.*

Although the User Extract system provides you with a comprehensive assortment of user extract studies, you may occasionally find that you need to produce a report for an area that is not available in files 2 through 13. This section provides you with procedures to select records directly from the Physician/Supplier Procedure Summary (PSPS) File to create a special interest study.

Unlike the other User Extract files, you must first create a Special Interest file before you generate a report.

To begin, follow the procedures for logging on to the system and access the *User Extract Subsystem Menu Screen*. The system positions the cursor at the **OPTION** ==> prompt.

The entries you see displayed on the screens correspond to an example for creating a Special Interest file. The example contains the following file information:

- **A determination of the total allowed charges and average allowed charges for coronary artery bypass procedures for the New York carriers in 2001.**

The criteria is further refined and detailed in the list below:

- Procedure codes 33510 to 33516 (coronary codes);
- New York carriers 00801, 00803, and 14330; and
- 2001 as the year.

```

                                -----B E S S-----
OPTION ==> 3

                                *****
                                *   USER EXTRACT SUBSYSTEM   *
                                *                               *
                                *****

OPTIONS: (PLEASE READ THE HELP SCREEN)

1 - 2001-2003 MULTI-YEAR USER EXTRACT SYSTEM
2 - 2004   QUARTER-TO-DATE USER EXTRACT SYSTEM

3 - SPECIAL INTEREST FILE CREATION (1991-2003)
*** -Years 1991-2000 can be used under option 1 above after the file has been created.
4 - SPECIAL INTEREST FILE INFORMATION
5 - SPECIAL INTEREST FILE RECORD LAYOUT

F1 : Help          F3 Exit
```

Using the User Extract Subsystem Menu Screen

This screen enables you to access the Special Interest File Creation option.

OPTION ==> Specifies the option you want to access.

Type **3**

Press **Enter**

and the system displays the *User Extract Run Information Screen* with the cursor positioned at the **ENTER CMS ACCOUNT NUMBER (11 DIGITS)** prompt.

Note: The User Extract system contains data for the current year plus three previous years. This screen will change as data are added to the system in the future.

USER EXTRACT RUN INFORMATION	
SPECIAL INTEREST FILE CREATION	
ENTER CMS ACCOUNT NUMBER (11 DIGITS) - XXXXXXXXXXXXX	
ENTER THE YEAR OF THE DATA (YYYY) - 2001	
ENTER THE UNIQUE STUDY NAME (1 - 8 CHARACTERS) - cardiac	
F1 : Help	F3 : Exit

Using the User Extract Run Information Screen

This screen enables you to provide the system with required job run information.

Note: You must press **Tab** to each of the four required fields on this screen and type your data. The system cannot run your job unless you respond at each prompt.

1. **ENTER CMS ACCOUNT NUMBER (11 DIGITS)** Specifies your 11-digit valid account number.

Type *your number*
Press **Tab**

2. **ENTER THE YEAR OF THE DATA (YYYY)** Specifies the four-digit year that the system uses as the range for your report.

Type the *year*. The example uses 2001.
Press **Tab**

3. **ENTER THE UNIQUE STUDY NAME** Specifies the user-defined name you want the system to assign to your report.

Type the *name*. The example uses *cardiac* based on the coronary procedure codes.
Press **Tab**

After you complete the three fields,

SPECIAL INTEREST FILE SELECTION CRITERIA SCREEN									
CARRIER NUMBER	LOCALITY CODE	PROCEDURE RANGES		MOD1 CODE	MOD2 CODE	SPECIALTY CODE	TYPE OF SERVICE	PLACE SERVICE	BETOS CODE
-----	-----	FROM	TO	-----	-----	-----	-----	-----	-----
<p>NOTE: TO SELECT ONLY BLANK MODIFIERS, ENTER ** IN THE MOD1 AND/OR MOD2 FIELDS</p> <p>TYPE IN VALUES AND PRESS ENTER TO SUBMIT A SET OF CRITERIA LEAVE BLANK AND PRESS ENTER TO MARK END OF CRITERIA SETS</p> <p>F3: EXIT</p>									

Press **Enter** and the system displays the *Special Interest File Selection Criteria Screen* with the cursor positioned at the **CARRIER NUMBER** field.

Using the Special Interest File Selection Criteria Screen

This screen enables you to specify the records you want to include in your Special Interest File. You can use a single data element (e.g., carrier only or specialty only) or any combination of data elements.

CARRIER NUMBER Specifies the five-digit number.

Type the number. The example uses 00801.

Press **Tab** to move the cursor from field to field. For the example, press **Tab** to the **PROCEDURE RANGES FROM** field and type the example 33510.

Press **Tab** to the **PROCEDURE RANGES TO** field and type the example 33516.

SPECIAL INTEREST FILE SELECTION CRITERIA SCREEN									
CARRIER NUMBER	LOCALITY CODE	PROCEDURE RANGES		MOD1 CODE	MOD2 CODE	SPECIALTY CODE	TYPE OF SERVICE	PLACE SERVICE	BETOS CODES
-----	-----	FROM	TO	-----	-----	-----	-----	-----	-----
00801		33510	33516						
<p>NOTE: TO SELECT ONLY BLANK MODIFIERS, ENTER ** IN THE MOD1 AND/OR MOD2 FIELDS</p> <p>TYPE IN VALUES AND PRESS ENTER TO SUBMIT A SET OF CRITERIA LEAVE BLANK AND PRESS ENTER TO MARK END OF CRITERIA SETS</p> <p>F3: EXIT</p>									

Note that your selections **within** a screen are linked with the **AND** connector, and each selection criteria screen is *independent* of others. Using the example, you are telling the system that the Carrier Number is 00801 **and** Procedure Codes are in the range 33510 - 33516.

Press **Enter** and the system displays a second Selection Criteria Screen.

SPECIAL INTEREST FILE SELECTION CRITERIA SCREEN								
CARRIER NUMBER	LOCALITY CODE	PROCEDURE RANGES FROM TO	MOD1 CODE	MOD2 CODE	SPECIALTY CODE	TYPE OF SERVICE	PLACE SERVICE	BETOS CODES
<p>NOTE: TO SELECT ONLY BLANK MODIFIERS, ENTER ** IN THE MOD1 AND/OR MOD2 FIELDS</p> <p>TYPE IN VALUES AND PRESS ENTER TO SUBMIT A SET OF CRITERIA LEAVE BLANK AND PRESS ENTER TO MARK END OF CRITERIA SETS</p> <p>F3: EXIT</p>								

Follow the procedures you used for the first screen and type the second example 00803 at the **CARRIER NUMBER** field and the examples 33510 and 33516 at the **PROCEDURE RANGES FROM** and **TO** fields.

Press **Enter** and the system displays a third Selection Criteria Screen.

Repeat the procedures and press **Enter**.

Your Special Interest file now contains the following information:

Any 33510 - 33516 Procedure Codes for Carrier 00801
and
 Any 33510 - 33516 Procedure Codes for Carrier 00803
and
 Any 33510 - 33516 Procedure Codes for Carrier 14330

Note: The User Extract system enables you to select up to 25 sets of criteria. Each time you select criteria and press **Enter**, the system displays a blank *Special Interest File Selection Criteria*

Screen for additional criteria.

Once you press **Enter** at the blank screen, the system accepts your selection(s) and displays the *** *Screen*.

Using the *** Screen

This screen contains the characters ***, which indicate that the system has submitted your job.

Press **Enter**

and the system displays the *File Submission Screen*.

<p style="text-align: center;">FILE SUBMISSION SCREEN</p> <p>CREATION OF USER EXTRACT FILE 1 SUBMITTED FOR -XXXXUE01.</p> <p>PLEASE CHECK STATUS OF JOB USING IOF FACILITY. (REFER TO "USING THE INPUT OUTPUT FACILITY (IOF) FEATURE" IN THE USER'S GUIDE)</p> <p>WHEN JOB HAS COMPLETED YOU MAY USE THE USER EXTRACT SYSTEM TO PRODUCE REPORTS AND STATISTICS FROM THIS SPECIAL FILE.</p> <p>FILE INFORMATION, I.E. DATASET NAME AND COUNTS WILL BE PROVIDED ON THE OUTPUT LISTING FROM THIS RUN.</p> <p>SPECIAL INTEREST FILES SHOULD BE DELETED WHEN THEY ARE NO LONGER NEEDED. THIS CAN BE DONE IN ISPF 3.4.</p> <p style="text-align: center;">**** PRESS ENTER TO CONTINUE ****</p>

Using the File Submission Screen

This *view-only* screen provides you with information on the file you created.

The first line indicates that your job has been submitted. Generally, the system runs your job in 30

to 45 minutes.

Note: At the end of the first line of text in the *File Submission Screen*, the system displays the eight-character job name that begins with your UserID. Remember the job name! You will use it when you access the "Using the Input Output Facility (IOF) Feature" section to locate your job.

The second line indicates that you must check the status of your job to verify that the system has successfully run it. To check job status, use the "Using the Input Output Facility [IOF] Feature" section.

After you read the information,

Press **Enter**

Press **Enter** at *** and the system displays the *Dataset Name Screen*

Dataset Name Screen
YOUR DATASET NAME IS:

XXXX

.@ACCTING .

.BES2001 .

.CARDIAC .

Print this screen! You will use this information in the User Extract System.
press enter

Using the Dataset Name Screen

This screen displays the dataset name that the system assigns to your Special Interest file.

Print this information-only screen or write down the list of four items that comprise the dataset name. When you use "Generate a Report from a Special Interest File" section, type this information at the *Input File Identification Screen*.

Press **Enter**

and the system displays the *User Extract Subsystem Menu Screen*.

Note: The system generally requires 30 to 45 minutes to run your job. When you feel you have given the system adequate time,

Press **F3** and back out to the **READY** prompt. If your system has a "time out " feature, re-enter the system until you reach the **READY** prompt.

Move to the following pages to use the IOF feature.

Using the Input Output Facility (IOF) Feature

READY iof

Using the Ready Prompt Screen

READY Enables you to access the IOF to determine if the system has successfully created a Special Interest file.

Type **IOF**
Press **Enter**

and the system displays the *IOF Job List Menu Screen* with the cursor positioned at the **COMMAND** ==> prompt. Remember to look for the eight-character job name specified at the view-only *File Submission Screen*.

If the system has not completed your job, the system lists your job name under the line ----- **Input Jobs** ----- or ----- **Running Jobs** ----- on the *Job List Menu Screen*. If the system indicates that your job is still running, press **F3** to go to the **READY** prompt. Periodically check the *Job List Menu Screen* to see if your job is listed under the line ----- **Output Jobs** -----which indicates that the system has completed your job.

IOF Job List Menu							
COMMAND ----> 1				SCROLL ----> SCREEN			
----- Output Jobs -----							
JOBNAME-JOBID		ACT-STAT	OWNER	DEST/DEVICE	RECS-HELD	DAY	TIME
1 XXXXUE01 XXXXXX			XXXX	HCFJES	345	138	13:59

Using the IOF Job List Menu Screen

This screen enables you to select the job you want to investigate.

COMMAND ==> Specifies the number of the job.

Note: The screen may display more than one job name on the list. Match your job name with the name the system listed at the end of the first line of the *File Submission Screen*.

Type the **number** that is displayed to the left of the job name you want to investigate. On the *IOF Job List Menu Screen* above, note the number **1** beside the job name XXXXUE01.

Press **Enter**

and the system displays the *IOF Job Summary Screen* with the cursor positioned at the **COMMAND** ==> prompt.

IOF Job Summary											
COMMAND ==> 4						SCROLL ==> SCREEN					
-JOBNAME-----		JOBID-STATUS-----		RAN/RECEIVED-----		DAY-----		DEST-----			
XXXXXXXXXX		xxxxxxx		OUTPUT		X:XX X/XX/XX		TODAY		HCFJES	
-RC-PGM-----		STEP-PRSTEP-----		PROC-COMMENTS-----							
0 UESIPGM2		STEP1									
0 SASXAL8		SAS STEP2		SAS6							
DDNAME-----		STEP-PRSTEP-----		STAT-ACT-C-GRP-		D-SIZE-U-----		DEST-----			
-	1 LOG	*		HELD Q		1 H 16 L		HCFJES			
-	2 JCL	*		HELD Q		1 H 98 L		HCFJES			
-	3 MESSAGES	*		HELD Q		1 H 134 L		HCFJES			
-	4 SYSOUR	STEP1		HELD Q		1 H 37 L		HCFJES			
-	5 SYSOUT	STEP1		DONE Q							
-	6 OUTLIST	STEP1		HELD Q		1 H 10 L		HCFJES			
-	7 SASLOG	SAS STEP2		HELD Q		1 H 50 L		HCFJES			
-	8 SAS	SAS STEP2		DONE Q							
-	9 SYSUDUMP	SAS STEP2		DONE Q							
-	10 FT02F001	SAS STEP2		DONE Y		HCFJES					
-	11 ADMIMAGE	SAS STEP2		DONE Q							
-	12 SYSOUR	SAS STEP2		DONE Q							
-	13 SYSOUT	SAS STEP2		DONE Q							

Using the IOF Job Summary Screen

This screen provides you with detailed information on your job and enables you to determine if it ran successfully. The display identifies the job name and number; time and date the job was run; the destination for your output; and the Return Codes.*

- * The third line after **COMMAND ==>** on this screen begins with the letters **RC**, which translate as Return Code. The screen should display zeros for the Return Code (as shown in the screen above). If the RC is not zero, exit IOF and contact the DDS User Extract staff at (410) 786-1816 for assistance. Be prepared to give them the job name and job ID.

COMMAND ==> Specifies the option you want to use.

To verify your file selection criteria,

Type 4

Press **Enter**

and the system displays the *Browse - SYSOUR Screen* with the cursor positioned at the **COMMAND ==>** prompt.

```

BROWSE - SYSOUR      STEP1  -- PAGE   1-- LINE   1-- COLS   1 80
COMMAND ==>          SCROLL ==> SCREEN
*****
***** TOP OF DATA *****
*** USER SELECTION CRITERIA:

CARRIER NUMBER  = 00801
LOCALITY CODE    =
PROCEDURE RANGES
BEGINNING CODE   = 33510
ENDING CODE      = 33516
MOD1 CODE        =
MOD2 CODE        =
SPECIALTY CODE   =
TYPE OF SERVICE  =
PLACE OF SERVICE =
BETOS CODES      =

CARRIER NUMBER  = 00803
LOCALITY CODE    =
PROCEDURE RANGES
BEGINNING CODE   = 33510
ENDING CODE      = 33516
MOD1 CODE        =
MOD2 CODE        =

```

```

BROWSE - SYSOUR      STEP1  -- PAGE   1-- LINE   22-- COLS   1 80
COMMAND ==>          SCROLL ==> SCREEN

TYPE OF SERVICE  =
PLACE OF SERVICE =

CARRIER NUMBER  = 14330
LOCALITY CODE    =
PROCEDURE RANGES
  BEGINNING CODE = 33510
  ENDING CODE    = 33516
MOD1 CODE        =
MOD2 CODE        =
SPECIALTY CODE   =
TYPE OF SERVICE  =
PLACE OF SERVICE =
*****
*** PROGRAM XXXXXXXX HAS COMPLETED SUCCESSFULLY ***
*****
***** bottom of data *****

```

Using the Browse - SYSOUR Screen

This *view-only* screen enables you to review your selection criteria.

After you verify the criteria for your file, press **F3**

and the system returns to the *IOF Job Summary Screen* with the cursor positioned at the **COMMAND** ==> prompt.

IOF Job Summary										
COMMAND ==> 6						SCROLL ==> SCREEN				
-JOBNAME-----		JOBID-STATUS-----		RAN/RECEIVED-----		DAY-----		DEST-----		
XXXXXXXXXX		xxxxxxx		OUTPUT		X:XX X/XX/XX		TODAY		HCFJES
-RC-PGM-----		STEP-PRSTEP-----		PROC-COMMENTS-----						
0 UESIPGM2		STEP1								
0 SASXAL8		SAS STEP2		SAS6						
DDNAME-----		STEP-PRSTEP-----		STAT-ACT-C-GRP-		D-SIZE-U-----		DEST-----		
-	1 LOG	*		HELD Q		1	H	16	L	HCFJES
-	2 JCL	*		HELD Q		1	H	98	L	HCFJES
-	3 MESSAGES	*		HELD Q		1	H	134	L	HCFJES
-	4 SYSOUR	STEP1		HELD Q		1	H	37	L	HCFJES
-	5 SYSOUT	STEP1		DONE Q						
-	6 OUTLIST	STEP1		HELD Q		1	H	10	L	HCFJES
-	7 SASLOG	SAS STEP2		HELD Q		1	H	50	L	HCFJES
-	8 SASCLOG	SAS STEP2		DONE Q						
-	9 SYSUDUMP	SAS STEP2		DONE Q						
-	10 FT02F001	SAS STEP2		DONE Y		HCFJES				
-	11 ADMIMAGE	SAS STEP2		DONE Q						
-	12 SYSOUR	SAS STEP2		DONE Q						
-	13 SYSOUT	SAS STEP2		DONE Q						

Using the IOF Job Summary Screen

COMMAND ==> Specifies the option you want to use.

To view selection statistics and counts,

Type **6**

Press **Enter**

and the system displays the *Browse - Outlist Screen* with the cursor positioned at the **COMMAND** ==> prompt.

BROWSE - OUTLIST	STEP1	-- PAGE 1	-- LINE 1	COLS 1 80
COMMAND ==>				SCROLL ==> SCREEN
***** TOP OF DATA*****				
2001 FILE TOTALS FOR SPECIAL INTEREST FILE CREATED ON XX/XX/XX				
NUMBER OF RECORDS READ FROM THE PROCEDURE SUMMARY FILE=				11,455,792
NUMBER OF RECORDS WRITTEN TO THE SPECIAL INTEREST FILE=				391
TOTAL AMOUNT OF SUBMITTED CHARGES=				\$ 13,140,060
TOTAL AMOUNT OF ALLOWED CHARGES=				\$ 3,918,540
TOTAL SERVICES=				7,005
TOTAL ALLOWED SERVICES=				2,859
***** BOTTOM OF DATA*****				

Using the Browse - Outlist Screen

This *view-only* screen enables you to view totals for the file you created.

COMMAND ==> After you read the screen,

Press **F3** until you have backed out to the *IOF Job List Menu Screen*.

The system positions the cursor at the **COMMAND** ==> prompt.

IOF Job List Menu				
COMMAND ==>				SCROLL ==> SCREEN
Output Jobs				
—JOBNAME—JOBID—ACT—STAT—OWNER—	DEST/DEVICE—	RECS—HELD—	DAY—	TIME
_ 1 XXXXUE01 XXXXXXX	XXXX	HCFJES	345 138	13:59

Using the IOF Job List Menu Screen

This screen enables you to **release** your job for printing or **cancel** the hard copy printing.

Press **Tab** to the line that specifies the job.

Type **r** to release the job to a printer, or

Type **c** to cancel printing of the job.

Press **Enter**

and the system displays the **READY** prompt.

You are ready to access BESS to generate your report from the Special Interest File you just created.

Generating a Report from a Special Interest File

At the **READY** prompt, enter **BESS** and follow the logon procedures until the system displays the *User Extract Subsystem Menu Screen* with the cursor positioned at the **OPTION** ==> prompt.

On the following pages, this user's guide supplies an **example** to familiarize you with the steps required to generate a report. The example requests the following information:

- **A determination of the total allowed charges and average allowed charges for coronary artery bypass assistants at surgery for the New York carriers in 2001.**

The example is further refined and detailed in the list below:

- Procedure codes 33510 to 33516 (coronary codes);
- Modifiers 80 through 82, which identify assistants at surgery;
- New York carriers 00801, 00803, and 14330; and
- 1999 as the year.

As you review the example in this section, you may find it helpful to refer to Attachment B, which provides a hard copy of the report generated by the Special Interest example.

— B E S S —	
OPTION ==> 1	
***** * USER EXTRACT SUBSYSTEM * * *****	
OPTIONS: (PLEASE READ THE HELP SCREEN)	
1 - 2001-2003 MULTI-YEAR USER EXTRACT SYSTEM	
2 - 2004 QUARTER-TO-DATE USER EXTRACT SYSTEM	
3 - SPECIAL INTEREST FILE CREATION (1991-2004)	
*** YEARS 1991-2000 CAN BE USED UNDER OPTION 1 ABOVE AFTER THE FILE HAS BEEN CREATED.	
4 - SPECIAL INTEREST FILE INFORMATION	
5 - SPECIAL INTEREST FILE RECORD LAYOUT	
F1 : Help	F3 : Exit

Using the User Extract Subsystem Menu Screen

OPTION ==> Specifies the option you want to access.

Type the number that identifies the year that corresponds to your request.

The example uses 2001

Type **I**

Press **Enter**

and the system displays the *File Selection Menu Screen* with the cursor positioned at the **Select Option ==>** prompt.

Note: User Extract contains data for the current year plus three previous years. This screen will change as future data is added to the system.

BESS User Extract - 1999 through 2002 FILE SELECTION MENU	
1. Special Interest Procedures File	9. Clinical Laboratory Procedures File
2. Radiology Procedures File	
3. Errant Procedure Records File	
4. Service Assignment File	10. DME/POS Procedures File
5. Specialty Summary File	11. Carrier/Locality Summary File
6. Anesthesia Procedures File	12. Local Carrier Procedures File
7. National Procedure Summary File	13. Approved Ambulatory Surgical Center Procedures File
7a. Carrier Procedure Summary File	
8. Procedure/Modifier Summary File	
Select Option ==> 1 F1 : Help F3 : Exit	

Using the File Selection Screen

This screen enables you to specify the file that you want the system to use to generate your report.

Select Option ==> Specifies the option you want the system to access.

Type the number or number/letter.

Because you have created a Special Interest File, you must use option **1** to generate your report.

Type **1**
Press **Enter**

and the system displays the *Input File Identification Screen* with the cursor positioned at the **USER** prompt box.

Input File Identification Screen	
The Areas Below May Be Changed	
<div> USER </div>	
<div> @ACCTING </div>	
<div> BES2001 </div>	<div>Chosen File </div>
<div> XXXXXXXX </div>	
F1: Help	F3: Exit Press ENTER to Continue
	F6: Rebuild

Using the Input File Identification Screen

This screen enables you to specify the dataset name you selected when you created the Special Interest File. The system uses this information to find your file and generate your report.

Note: Each time you type data, the system automatically moves the cursor to the next box.

Do not press **Enter** until you type data in all four boxes.

1. **USER** Specifies the UserID (four characters).

Type the UserID as it is displayed on the printout from the *Dataset Name Screen*.

2. **@ACCTING** Specifies valid account information (eight characters).

Type **@** and the seven-character accounting information as it is displayed on the printout.

3. **BES2001** Specifies the year for which you want the report.

Type the data as it is displayed on the printout.

4. **XXXXXXXX** Specifies the study name you assigned to the file (up to eight characters).

Type the name as it is displayed on the printout.

CAUTION! Before you press **Enter**, delete any extra X's in the study name you type in this box. If you do not, the system will consider the X's as part of the dataset name.

Press **Enter**

and the system revises the screen and displays the name of the file in the Chosen File box on the right hand side of the screen as shown on the following page.

Input File Identification Screen	
The Areas Below May Be Changed	
USER	
@ACCTING	
BES2001	Chosen File XXXX.@ACCTING.BES2001.CARDIAC
CARDIAC	
F1: Help	F3: Exit Press ENTER to Continue
	F6: Rebuild

If you want to rebuild the name of the file, the system enables you to change any or all information in the boxes.

Press **F6** and the system displays the *Input File Identification Screen*, which enables you to type new input.

After you complete the file identification information and you are satisfied that it is correct, press **Enter**

and the system displays the *Selection Criteria Screen* with the cursor positioned at the **PROCEDURE CODE** field.

Selection Criteria Screen		
◦PROCEDURE CODE	◦SECOND MODIFIER	◦DENIED SERVICES
◦FIRST MODIFIER	◦REGION	◦DENIED AMT
◦SPECIALTY	◦TOTAL SERVICES	◦ASSIGNED SERVICES
◦CARRIER	◦MILE/TIME/UNIT/SVC	◦ALLOWED SERVICES
◦LOCALITY	◦MTU INDICATOR	◦PAYMENT AMT
◦TYPE OF SERVICE	◦SUBMITTED CHRGs	◦BETOS
◦PLACE OF SERVICE	◦ALLOWED CHRGs	◦
<u>TAB TO DATA ELEMENT; PRESS ENTER</u>		
F1: Help		F3: Exit

Using the Selection Criteria Screen

This screen enables you to specify a data element that the system uses for comparisons to provide you with a meaningful report.

Press **Tab** to the data element. The cursor is positioned at **PROCEDURE CODE**.

Press **Tab** to the example data element **CARRIER**. Remember, if you move the cursor past the data element you want, use **Shift Tab** to back up.

Press **Enter**

and the system displays a second *Selection Criteria Screen* with the cursor positioned at the **EQUALS** field.

Selection Criteria Screen		
◦EQUALS	◦NOT EQUAL	◦LESS THAN OR EQUAL
◦GREATER THAN OR EQUAL	◦RANGE	
<p>IF CARRIER</p> <p><u>TAB TO OPERATOR AND PRESS ENTER</u></p>		
<p>F1 : Help F3 : Exit</p>		

Using the Selection Criteria Screen

This screen enables you to select the mathematical operator that the system uses to test a data element against a value.

Press **Tab** to the operator.

Note: If you use the operators ***EQUALS*** or ***NOT EQUAL***, you can type more than one value. ***RANGE*** enables you to type a lower and upper limit. The two remaining operators allow you to type a single value.

The cursor is positioned at the ***EQUALS*** field, which the example uses as the operator.

Press **Enter**

and the system displays the *Value Screen* with the cursor positioned at the blank field in the upper left hand corner of the screen.

Value Screen				
00801__	00803__	14330__	_____	_____
_____	_____	_____	_____	_____
ENTER 1 TO 10 VALUES				
IF CARRIER EQUALS				
<u>Enter Value(s) and Press Enter</u>				
F1: Help		F3: Exit		

Using the Value Screen

This screen enables you to select one or more values (up to 10) that the system uses to select your data.

For a single value, type the data at the first blank field.

For more than one value, press **Tab** from blank field to blank field and type the values.

The example uses New York carriers who are designated by values **00801**, **00803**, and **14330**.

Type **00801**, press **Tab**

Type **00803**, press **Tab**

Type **14330**

Press **Enter**

and the system displays the *Continue Selection Criteria Screen* with the cursor positioned at the **AND** field.

————— Continue Selection Criteria Screen —————	
◦AND	◦OR
◦END	
AND/OR - for additional selection criteria	
END - to complete query	
<hr/>	
IF CARRIER EQUALS 00801 00803 14330	
 <u>Tab to Connector and Press Enter</u>	
F1: Help	F3: Exit

Using the Continue Selection Criteria Screen

This screen enables you to connect additional criteria to further refine your selection of the data.

Press **Tab** to the connector. If you use **AND** or **OR**, the system enables you to add selection criteria.

With the cursor positioned at **AND**, which the example uses as the connector,

Press **Enter**

and the system displays the *Selection Criteria Screen* (Data Elements) with the cursor positioned at the **PROCEDURE CODE** field in the upper left hand corner of the screen.

Selection Criteria Screen		
◦PROCEDURE CODE	◦SECOND MODIFIER	◦DENIED SERVICES
◦FIRST MODIFIER	◦REGION	◦DENIED AMT
◦SPECIALTY	◦TOTAL SERVICES	◦ASSIGNED SERVICES
◦	◦MILE/TIME/UNIT/SVC	◦ALLOWED SERVICES
◦LOCALITY	◦MTU INDICATOR	◦PAYMENT AMT
◦TYPE OF SERVICE	◦SUBMITTED CHRGS	◦BETOS
◦PLACE OF SERVICE	◦ALLOWED CHRGS	◦
IF CARRIER EQUALS 00801 00803 14330		
AND		
<u>TAB TO DATA ELEMENT AND PRESS ENTER</u>		
F1: HELP	F3: Exit	

Using the Selection Criteria Screen

This screen enables you to specify another data element that further refines your query.

Press **Tab** to the data element. The example uses **FIRST MODIFIER** as the data element.

Press **Tab** to **FIRST MODIFIER**

Press **Enter**

and the system displays a second *Selection Criteria Screen* with the cursor positioned at the **EQUALS** field.

Selection Criteria Screen		
◦EQUALS	◦NOT EQUAL	◦LESS THAN OR EQUAL
◦GREATER THAN OR EQUAL	◦RANGE	
<hr/>		
IF CARRIER EQUALS 00801 00803 14330		
AND		
IF FIRST MODIFIER		
<u>Tab to Operator and Press Enter</u>		
F1 : HELP	F3 : Exit	

Using the Selection Criteria Screen

This screen enables you to select the mathematical operator that the system uses to test a data element against a value.

Press **Tab** to the operator.

Press **Enter**

and the system displays the *Selection Confirmation Screen*.

Please note that the example uses **RANGE**.

Press **Tab** to **RANGE**

Press **Enter**

and the system displays the *Selected Range Data Element Screen*, which enables you to type the lower and upper limits of the **FIRST MODIFIER** data element.

Selected Range Data Element Screen	
Selected Range Data Element: FIRST MODIFIER	
Lower limit: 80	
Upper limit: 82	
<u>ENTER LOWER AND UPPER LIMITS OF THE RANGE AND PRESS ENTER.</u>	
F1: Help	F8: Exit

Using the Selected Range Data Element Screen

This screen enables you to select the range of the **FIRST MODIFIER** data element used in the example.

Press **Tab** between fields.

1. **Lower limit:** Specifies the lowest limit you want the system to accept for the data element.

Type the **number**. The example uses **80**.

Press **Tab**

2. **Upper limit:** Specifies the highest limit you want the system to accept for the data element.

Type the **number**. The example uses **82**.

Press **Enter** and the system displays the *Selection Confirmation Screen*.

Selection Confirmation Screen		
The system has built the following selection criteria:		
File in use: SPECIAL INTEREST FILE		
IF CARRIER	EQUALS	00801 00803 14330
AND		
IF FIRST MODIFIER	IS IN RANGE OF 80	T0 82
IF YEAR= 2001		
Press ENTER to Continue		
F1: Help	F3: Exit	F6: Rebuild

Using the Selection Confirmation Screen

If the system displays the correct information,

Press **Enter**

and the system displays the *Report Selection Screen* with the cursor positioned at the **TABULATE** field.

If the information is incorrect, press **F6** and the system displays the *Selection Criteria Screen*, which enables you to rebuild the information.

Report Selection Screen	
◦TABULATE	
◦STATISTICS	
◦LIST SELECTED FILE	
◦FREQUENCIES	
<u>TAB TO REPORT TYPE AND PRESS ENTER</u>	
F1: Help	F3: Exit

Using the Report Selection Screen

This screen enables you to select a report type.

- TABULATE (the most commonly-requested report), which arranges the totals and/or averages of user-specific row and/or column data elements.
- STATISTICS, which provides a total for each summary data element. (See Attachment C for an example of output.)
- LIST SELECTED FILE, which provides a list of data at the user file summary level. (See "User Extract Matrix" and refer to Attachment D for an example of output.)
- FREQUENCIES, which provides frequencies and percentages weighted by total services for any value in the summary level data elements. (See Attachment E for an example of output.)

Press **Tab** to the type of report you want the system to generate and press **Enter**. For the example, the cursor is positioned at TABULATE.

Press **Enter** and the system displays the *Summary Data Elements Screen* with the cursor positioned in the upper left hand corner of the screen.

Summary Data Elements Screen	
	DENIED SERVICES
	DENIED AMT
TOTAL SERVICES	ASSIGNED SERVICES
MILE/TIME/UNIT/SVC	ALLOWED SERVICES
	PAYMENT AMT
SUBMITTED CHRGS	
X ALLOWED CHRGS	
<hr/>	
<u>SELECT SUMMARY DATA ELEMENTS BY PLACING X NEXT TO THEM</u>	
<u>F1: HELP</u>	<u>PRESS ENTER TO CONTINUE</u>

Using the Summary Data Elements Screen

This screen enables you to select data elements that the system uses to summarize the data for your report.

Press **Tab** to the data element(s). The example uses **ALLOWED CHARGES**.

Press **Tab** to **ALLOWED CHRGS**

Type **X**

Press **Enter**

and the system displays the *Row/Column Design Screen* with the cursor positioned at the ROW 1 field.

Row/Column Design Screen		
		COL1 COL2 . .
ROW1	ROW2	
	.	
	.	
	.	
	.	
Row totals: _ Column totals: _ Mean: _		
<u>PRESS ENTER TO SELECT ROW 1 DATA ELEMENT</u>		
F1: Help		F3: Exit

Using the Row/Column Design Screen

This option enables you to design a report that arranges the information according to your specifications.

Note: Each time you specify a data element for the Rows and Columns, the system revises the Design screen and displays your selections.

You **must** specify a data element for ROW 1. Selections for ROW 2 and COLUMNS 1 and 2 are optional. If you do not want to specify a data element for ROW 2 and/or COLUMNS 1 and 2, you **must** select NO DATA ELEMENT to enable the system to leave the header (title) blank.

ROW 1: Enables you to specify a data element.

Press **Enter** and the system displays the *Row/Column Data Elements Screen* with the cursor positioned at the first field in the list of data elements.

Row/Column Data Elements Screen		
. PROCEDURE CODE	. SECOND MODIFIER	.
. FIRST MODIFIER	. REGION	.
. SPECIALTY	.	.
. CARRIER	.	.
. LOCALITY	. MTUS INDICATOR	.
. TYPE OF SERVICE	.	.
. PLACE OF SERVICE	.	.BETOS
.	.	.
<div style="border: 1px dashed black; height: 30px; width: 100%;"></div>		
Row totals: _ Column totals: _ Mean: _		
<u>TAB TO DATA ELEMENT AND PRESS ENTER TO SELECT ROW 1 DATA ELEMENT</u>		
F1: Help		F3: Exit

Using the Row/Column Data Elements Screen

This screen enables you to select a data element for ROW 1. The data elements correspond to the summary level data elements for a Special Interest File as shown in Section 3, "User Extract Matrix."

Press **Tab** to the data element you want for the first row.

The example uses *CARRIER*.

Press **Tab** to *CARRIER*

Press **Enter**

and the system revises the *Design Screen*, inserts the data element name at the ROW 1 field, and positions the cursor at the ROW 2 field.

Row/Column Design Screen		
		COL1 COL2 . .
CARRIER	ROW2	.
		.
		.
		.
Row totals: _	Column totals: _	Mean: _
<u>PRESS ENTER TO SELECT ROW 2 DATA ELEMENT</u>		
F1: Help		F3: Exit

Using the Row/Column Design Screen

ROW 2: Enables you to specify a data element.

Press **Enter**

and the system displays the *Row/Column Data Elements Screen* with the cursor positioned at the first of the remaining fields in the list of data elements.

Row/Column Data Elements Screen		
◦PROCEDURE CODE	◦SECOND MODIFIER	◦
◦FIRST MODIFIER	◦REGION	◦
◦SPECIALTY	◦	◦
◦	◦	◦
◦LOCALITY	◦MTUS INDICATOR	◦
◦TYPE OF SERVICE	◦	◦
◦PLACE OF SERVICE	◦	◦BETOS
◦	◦NO DATA ELEMENT	
<div style="border: 1px dashed black; height: 40px; width: 100%;"></div>		
Row totals: _	Column totals: _	Mean: _
<u>Tab to Data Element and Press Enter to Select ROW 2 Data Element</u>		
F1: Help	F3: Exit	

Using the Row/Column Data Elements Screen

This screen enables you to select a data element for ROW 2.

Press **Tab** to the data element you want for the second row.

Note: The system has removed the name of the first data element (in this example, CARRIER) from the list.

The cursor is positioned at **PROCEDURE CODE**, which is the data element the example uses.

Press **Enter**

and the system revises the *Design Screen*, inserts the data element name at the ROW 2 field, and positions the cursor at the COLUMN 1 field.

Row/Column Design Screen	
	COL1 COL2 . .
PROCEDURE CODE	CARRIER
.	
.	
.	
.	
Row totals: _	Column totals: _ Mean: _
<u>PRESS ENTER TO SELECT COL 1 DATA ELEMENT</u>	
F1: Help	F3: Exit

Using the Row/Column Design Screen

COLUMN 1: Enables you to specify a data element.

Press **Enter**

and the system displays the *Row/Column Data Elements Screen* with the cursor positioned at the first of the remaining fields on the list of data elements.

Row/Column Data Elements Screen		
◦	◦SECOND MODIFIER	◦
◦FIRST MODIFIER	◦REGION	◦
◦SPECIALTY	◦	◦
◦	◦	◦
◦LOCALITY	◦MTUS INDICATOR	◦
◦TYPE OF SERVICE	◦	◦BETOS
◦PLACE OF SERVICE	◦	◦
◦	◦NO DATA ELEMENT	
<div style="border: 1px dashed black; height: 40px; margin-top: 10px;"></div>		
Row totals: _	Column totals: _	Mean: _
<u>Tab to Data Element and Press Enter to Select COL 1 Data Element</u>		
F1: Help		F3: Exit

Using the Row/Column Data Elements Screen

This screen enables you to select a data element for COLUMN 1.

Press **Tab** to the data element you want for the first column.

Note: The system has removed the name of the second data element (in this example, PROCEDURE CODE) from the list.

Press **Tab** to **FIRST MODIFIER**, which is the data element the example uses.

Press **Enter**

and the system revises the *Design Screen*, inserts the data element name at the COLUMN 1 field, and positions the cursor at the COLUMN 2 field.

Row/Column Design Screen		
		FIRST MODIFIER
		COL2
CARRIER	PROCEDURE CODE	
	.	
	.	
	.	
	.	
Row totals: _ Column totals: _ Mean: _		
<u>PRESS ENTER TO SELECT COL 2 DATA ELEMENT</u>		
F1: Help		F3: Exit

Using the Row/Column Design Screen

COLUMN 2: Enables you to specify a data element.

Press **Enter**

and the system displays the *Row/Column Data Elements Screen* with the cursor positioned at the first of the remaining fields in the list of data elements.

ROW/COLUMN DATA ELEMENTS SCREEN		
◦	◦SECOND MODIFIER	◦
◦	◦REGION	◦
◦SPECIALTY	◦	◦
◦	◦	◦
◦LOCALITY	◦MTUS INDICATOR	◦
◦TYPE OF SERVICE	◦	◦BETOS
◦PLACE OF SERVICE	◦	◦
	◦NO DATA ELEMENT	
<div style="border: 1px dashed black; height: 50px; width: 100%;"></div>		
Row totals: _	Column totals: _	Mean: _
<u>Tab to Data Element and Press Enter to Select COL 2 Data Element</u>		
F1: Help		F3: Exit

Using the Row/ Column Data Elements Screen

This screen enables you to select a data element for COLUMN 2.

Press **Tab** to the data element you want for the second column.

Note: The system has removed the name of the third data element (in this example, FIRST MODIFIER) from the list.

The example uses ***NO DATA ELEMENT***. If you use NO DATA ELEMENT, the system leaves the header (title) of the field blank. This rule applies to all column and row fields except ROW 1.

Press **Tab** to **NO DATA ELEMENT**

Press **Enter** and the system revises the *Design Screen*, leaves the header blank at the COLUMN 2 field, and positions the cursor at the **Row totals:** prompt.

Divisor Selection Screen
<p>SELECT A DIVISOR FROM THE LIST BELOW. THE SYSTEM WILL USE THE DATA ELEMENT TO DEVELOP THE MEAN AND WILL CALCULATE A MEAN FOR EACH SUMMARY DATA ELEMENT.</p>
<p>◦TOTAL SERVICES</p>
<p>◦ALLOWED SERVICES</p>
<p>◦DENIED SERVICES</p>
<p><u>TAB TO THE DIVISOR AND PRESS ENTER</u></p>

Using the Divisor Selection Screen

This screen enables you to specify the divisor (data element) that the system uses to compute the average for all selected summary data elements.

Press **Tab** to the divisor.

The example uses **ALLOWED SERVICES** as the divisor to derive the mean (average allowed charges).

Press **Enter**

and the system displays the *Running.... Please Wait Screen*, completes the tabulations for the report, and displays the first page of the report.

If the run does not take very long, the *Running...Please Wait Screen* may not appear.

COMMAND ==>

RUNNING.... PLEASE WAIT

Using the Running.... Please Wait Screen

This *view-only* screen informs you that the system is generating your report.

After the system runs the report based on the example, the system displays the first page of the report as shown in the box below. Because the report spans 132 positions, the system can display only portions of the report. To view other parts of the report, use the *Output Report* instructions detailed on the following page. **The system does not display the Output Report instructions as a**

1	SPECIAL INTEREST FIL			
	CARRIER EQUALS 00801 00803			
	AND			
	FIRST MODIFIER IN RANGE OF			
	YEAR - 2001			
	DIVISOR USED-ALLOWED SER			
	MOD1			
	80			
	ALOWCHRG			
	SUM MEAN SUM			
CARRIER	PROCCD			
00801				
33510		10082.00	214.51	60

screen.

Screen Display for the First Page of the Report

Please take special note of the screen shown below. Remember, the system **does not display** the instructions for scrolling the cursor in the Output Report window. This screen is presented in the User's Guide for instructional purposes only.

-----B E S S-----

TO SCROLL IN THE OUTPUT WINDOW, USE THE FOLLOWING FUNCTION KEYS:

F3	- EXIT		
F7	- SCROLL UP	F8	- SCROLL DOWN
F10	- SCROLL LEFT	F11	- SCROLL RIGHT

TO SCROLL POSITIONALLY IN THE WINDOW, USE A COMBINATION OF TEXT AND/OR THE F KEYS AT THE COMMAND PROMPT. FOR EXAMPLE,

COMMAND> TOP (PRESS ENTER TO GET TO THE TOP OF REPORT)
COMMAND> BOTTOM (PRESS ENTER TO GET TO BOTTOM OF REPORT)

COMMAND> 5 (PRESS F11 TO SCROLL SCREEN 5 POSITIONS TO THE
RIGHT OR F10 TO SCROLL SCREEN 5 POSITIONS TO THE
LEFT)
COMMAND> 10 (PRESS F8 TO SCROLL 10 LINES DOWN THE SCREEN OR
F7 TO SCROLL 10 LINES UP THE SCREEN)

IN ADDITION, THE SYSTEM DISPLAYS THE ACTUAL REPORT PAGE NUMBER IN THE UPPER RIGHT HAND CORNER OF THE SCREEN. TO DETERMINE THE NUMBER OF PAGES IN THE REPORT, GO TO THE BOTTOM OF THE REPORT AND LOOK TO THE UPPER RIGHT HAND CORNER OF THE LAST PAGE.

Scrolling the Cursor in the Output Window

Remember the system does not display these instructions for scrolling the cursor in the output window.

After you have completed reviewing the report,

Press **F3**

and the system displays the *Output Option Screen* with the cursor positioned at the **REMOTE PRINTER LOCATION:** prompt.

Output Option Screen	
REMOTE PRINTER LOCATION: __ (example: 00)	
Local printer location: _____ (example : LU086232)	
File where output is to be directed: _____ (example : 'userid.@accounting.MYFILE') Accounting is the @ sign followed by the 4th through 10th positions of your logon account number. MYFILE is whatever you want to designate, but cannot be more than 8 positions. The system will append your USERID as the first qualifier of the dataset name.	
TAB TO OUTPUT OPTION, ENTER VALUE, AND PRESS ENTER	
F1: Help	F3: Exit

Using the Output Option Screen

You may select one of the options from this screen if you want to print the report or save it to a file. If you are saving a report to a file, the system will retain the file for 14 days.

Note: Each time you return to this screen, you can direct your output to a different location or file.

Press **Tab** to the option you want to use.

Type *your input* and

Press **Enter** or

Press **F3** to exit.